



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
LOCKSMITH II	31	G	9.431
LOCKSMITH I	30	G	9.418

SERIES CONCEPT

Incumbents in this class series are responsible for the maintenance of the entire master key system for a major facility and the installation and maintenance of locking devices and systems including bored cylinder, tumbler, electronic, magnetic, and pushbutton combination locks, and panic exit devices.

Develop and maintain the master key system for the facility to which assigned to ensure security. This includes meeting with agency staff regarding keying requirements; developing a keying schedule manually or through use of a software program; issuing and maintaining records of keys issued; updating the master key system as offices and buildings are remodeled and locksets are repinned.

Install locksets including bored cylinder, electronic, magnetic, and pushbutton combination locks; panic exit devices; cabinet and desk locks; and padlocks in order to provide and maintain security.

Maintain and repair locks, door closers, and associated door hardware by: inspecting, cleaning, adjusting and lubricating parts and mechanisms and repairing or replacing worn or damaged devices and door hardware in order to maintain locking systems in proper working order.

Repins locks to maintain security by: removing the cylinder; assigning an appropriate pin code; repinning the cylinder; and cutting a key. May change the key way of a building to make former keys inoperable.

Develop specifications for jobs and order required materials as facilities are constructed or remodeled. Order replacement locksets and equipment to maintain the proper level of inventory.

Open and repair vault and money safes; unlock vehicles and file cabinets; and duplicate keys by code or through use of a duplicating machine as requested by agency staff.

CLASS CONCEPTS

LOCKSMITH II

Incumbents in this class function as a locksmith for a major correctional institution; maintain key control within the institution; and supervise inmate crews while engaged in performing other skilled maintenance and repair work.

CLASS CONCEPTS (cont.)

Incumbents at this level are distinguished from Locksmith I by the responsibility for maintaining key control at an institution with a high security risk factor and by responsibilities for supervising inmate crews on a regular and reoccurring basis.

This is the advanced journey level class in the series.

LOCKSMITH I

Under general supervision of a facility supervisor, incumbents are responsible for the maintenance of the entire master key system for a major facility and perform the range of duties described in the series concept. Incumbents may provide lead work supervision to maintenance repair workers or carpenters engaged in the installation, repair, and repinning of locks.

This is the journey level class in the series.

MINIMUM QUALIFICATIONS

LOCKSMITH II

EDUCATION AND EXPERIENCE:

I

Completion of a recognized locksmith apprenticeship program and one year of journey level locksmithing experience equivalent to a Locksmith I in Nevada State service; OR

II

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills, and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the institution's procedures and policies regarding security and key control.

Ability to enforce safety, security and custodial measures for the supervision of inmates.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of locking devices and systems commonly used in correctional facilities.

Ability to read and interpret wiring diagrams.

In addition, all knowledge, skills and abilities required at the lower level of the series.

MINIMUM QUALIFICATIONS (cont.)

LOCKSMITH I

EDUCATION AND EXPERIENCE:

I

Three years of skilled locksmithing experience under the supervision of a journey level locksmith (such as an apprenticeship program); OR

II

Completion of a recognized locksmith apprenticeship program; OR

III

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of agency and division rules, policies, and procedures regarding access to facilities and equipment.

Ability to determine the locking system best suited to the needs of the agency and intended use of the facility. Ability to estimate and order materials required for work unit operations.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the methods, materials, tools, and machinery used in locksmith work. Working knowledge of the operation and components of cylinder, tumbler, electronic, magnetic, and pushbutton combination locks.

Ability to establish and maintain a master key system for a major facility. Ability to write sufficient to requisition supplies and develop specifications for locks. Ability to read sufficient to read and interpret service manuals and code books. Ability to establish and maintain cooperative working relationships with co-workers and staff. Ability to work independently and follow through on assignments with minimal direction. Ability to maintain the security of locking systems.

Skill in the installation, alteration, and repair of a wide variety of locks, locking systems, and related door hardware. Skill in key identification and duplicating keys by code. Skill in the use of the tools and machines used in locksmith work. Skill in impressioning and shimming locks.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.431</u> 7/1/91P 11/29/90PC	<u>9.418</u> 8/31/73
REVISED:		7/1/91P 11/29/90PC